



Arkansas Department of Health and Human Services

Division of Youth Services

Policy No. 2-03.9 Pages: 2 Manual: RESIDENTIAL OPERATIONS

SUBJECT: Access to Educational Materials EFFECTIVE DATE: 08/09/06

CHAPTER: Education ATTACHMENTS: _____

REFERENCE: _____ AUTHORIZED BY: J. Kenneth Hales

I. POLICY:

The Division of Youth Services (DYS) and all contracted providers shall provide access to appropriate textbooks, instructional material, and recreational reading materials at each residential facility educational program location, and on each juvenile housing unit by the guidelines established in this policy and as deemed necessary by DYS and the Arkansas Department of Education (ADE).

II. APPLICATION:

Facility Directors, Education Directors, Education Personnel, Unit Supervisors, Case Managers, all Unit Personnel

III. DEFINITIONS:

- A. Residential Facility Educational Program, for purposes of this policy, shall be defined as any residential juvenile correctional facility and or treatment center operated by DYS or for DYS through contract with a private service provider that offers education services to juveniles committed to and confined within the DYS system.
- B. Juvenile Housing Unit, for purposes of this policy, shall be any living unit located at any residential facility that houses juveniles that are committed to and confined within the DYS system.
- C. Facility Director, for purposes of this policy, shall be an employee of DYS or contracted service provider that is responsible for the administration and oversight of all phases of said facility operation.
- D. Unit Supervisor, for purposes of this policy, shall be an employee of DYS or contracted service provider that is responsible for the administration and oversight of all phases of the operation of a particular living unit on any facility operated by DYS or for DYS through contract with a private service provider.
- E. Standard Inventory of Education Materials, for purposes of this policy shall be a listing of mandatory education materials to be permanently maintained on each housing unit and accessible to all juveniles on a consistent basis.

IV. PROCEDURES:

- A. The "Standard Inventory of Educational Materials"
 - 1. An inventory of educational materials will be maintained on each juvenile housing unit as prescribed by the DYS Standard Inventory of Educational Materials.
 - 2. The inventory list may be modified to meet the specific needs of the juveniles on each housing unit.
 - 3. Recreational reading materials will be based on appropriateness for age and gender of the juveniles housed on each unit.

4. Modification of the “Standard Inventory of Educational Materials” inventory must be approved by the DYS Director of Education, or designee.
- B. The Facility Director (or their designee for Educational Services)
1. Shall ensure that textbooks, reference books, instructional materials and other appropriate reading materials are accessible to juveniles in a consistent manner by maintaining a “Standard Inventory of Educational Materials” on each housing unit.
 2. Shall monitor juvenile grievances to ensure that no juvenile is denied access to textbooks, reference books, instructional materials and other appropriate reading materials that may assist with any homework assignments.
- C. Juvenile Housing Unit Supervisor
1. Shall ensure that juveniles have unrestricted access to educational materials prescribed in the “Standard Inventory of Educational Materials.
 2. Shall document in the unit’s daily log, any incident that results in a juvenile being denied access to the unit’s “Standard Inventory of Educational Materials”,